



Sean Rogan
Executive Director

**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

June 09, 2010

The Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**AMEND STAFF TRAINING CONTRACTS WITH NAN MCKAY AND ASSOCIATES AND QUADEL
CONSULTING CORPORATION
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This letter recommends approval of an increase in the contract sum of two existing Housing Authority Staff Training Contracts with Nan McKay and Associates, Inc. and Quadel Consulting Corporation to provide continued staff training for both the Assisted Housing and Housing Management Divisions of the Housing Authority. The contracts were originally executed on March 1, 2010.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Executive Director to amend existing Staff Training Contracts with Nan McKay and Associates, Inc. and Quadel Consulting Corporation to increase the annual contract sum from \$50,000 to \$100,000 per contract, using \$50,000 in Capital Fund Program (CFP) Funds and \$50,000 in Housing Choice Voucher (Section 8) Program funds allocated by the U.S. Department of Housing and Urban Development (HUD).
2. Authorize the Executive Director to execute all necessary administrative amendments to the one-year contracts and if necessary terminate the contracts, following approval as to form by County Counsel, to among other things extend the term of the contracts for a maximum of four additional years, in one-year increments, at the same annual sum of \$100,000 per contract, and to increase the compensation by up to ten percent to cover any additional unforeseen needed staff training, using funds to be approved through the Housing Authority's annual budget process.
3. Find that the approval of increases in the contract budgets is not subject to the provisions of the

ADOPTED

BOARD OF COMMISSIONERS
HOUSING AUTHORITY

4-H

JUNE 9, 2010

SACHI A. HAMAI
EXECUTIVE OFFICER

California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to increase the contract sum of two contracts with Nan McKay and Associates, Inc. and Quadel Consulting Corporation to provide staff training for the Assisted Housing and Housing Management Divisions of the Housing Authority. The increased contract sum will allow the Housing Authority to ensure that all newly hired staff receives comprehensive training and current staff receives training on an as-needed basis.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. For the first year of services under the contracts, the Housing Authority will use a maximum aggregate of \$100,000 in Capital Fund Program funds and a maximum aggregate amount of \$100,000 in Housing Choice Voucher Program funds included in the Housing Authority's approved supplemental Fiscal Year 2009-2010 budget for this purpose. These funds are allocated by HUD.

After the first year, the Housing Authority may extend each contract for an additional four years, in one-year increments, at the same maximum aggregate amount of \$200,000 per year, contingent upon the availability of funds. Funds for years two, three, four, and five of the contracts, if extended, will be included in the Housing Authority's annual budget process. The maximum aggregate amount for all five years of the contracts, if fully extended, will be \$1,000,000.

A ten percent contingency, in the amount of \$10,000 per contract per year, is being set aside for any unforeseen needed staff training services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Housing Authority currently contracts with Nan McKay and Associates, Inc. and Quadel Consulting Corporation to provide staff training services for the Assisted Housing and Housing Management Divisions. The contracts were executed on March 1, 2010, and the original contract amounts were within the signature authority of the Executive Director.

The training services are subject to the requirements of the Greater Avenues for Independence (GAIN) or the General Relief Opportunity for Work (GROW) Programs implemented by the County of Los Angeles. Nan McKay and Associates, Inc. and Quadel Consulting Corporation have pledged to comply the requirements of the GAIN or and GROW Programs.

On May 26, 2010, the Housing Commission recommended approval of the contract amendments.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.34 (a) (3), this action is exempt from the National Environmental Policy Act (NEPA) because it involves administrative and management activities that will not alter existing environmental conditions. The action is not subject

to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On September 25, 2009, a Request for Proposals (RFP) process was initiated to identify multiple qualified experienced training firms to provide staff training for the Housing Authority. Notices were mailed to 144 firms identified from the Housing Authority's vendor list. Announcements appeared on the County's WebVen website and on the Housing Authority's website. As a result of the outreach, 21 RFP packets were downloaded from the Housing Authority's website.

By the October 21, 2009 proposal due date, five proposals were received. One proposal did not meet the minimum qualifications outlined in the RFP. The remaining four proposals were evaluated according to the informed averaging method of proposal evaluations. The proposals submitted by Nan McKay and Associates, Inc. and Quadel Consulting Corporation met all of the criteria required by the RFP and scored the highest of the four remaining proposals. These two firms were awarded contracts. Both divisions of the Housing Authority use the firms on an as-needed basis.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The contracts provide training for Housing Authority staff.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN
Executive Director

SR:gc

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Housing Authority Staff Training

On September 25, 2009, a Request for Proposals (RFP) process was initiated to identify multiple qualified experienced Training Consulting Firms for the Housing Authority.

A. Advertising

Announcements appeared on the Community Development Commission's and the Los Angeles County websites.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out RFP Notices to 144 Staff training firms. As a result of the outreach, 94 proposal packages were requested and downloaded from CDC's website.

C. Proposal Results

By the October 21, 2009 proposal due date, five proposals were received. One proposal did not meet the minimum qualifications outlined in the RFP. The remaining four proposals were evaluated according to the informed averaging method of proposal evaluations. The proposal evaluations results are as follows:

<u>Company</u>	<u>Point Score</u>
1. Housing Agency Procurement Assistance	509
2. Jamie Kinney Consulting	794
3. Nan McKay and Associates	828
4. Quadel Consulting	879

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Nan McKay and Associates, Inc.	Woman Business Enterprise	Total: 52
		10 Minorities
		33 Women
		19% Minorities
		63% Women

Quadel Consulting Corporation	Non-Minority	Total: 374
		264 Minorities
		262 Women
		70% Minorities
		70% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Housing Agency Procurement Assistance	Non-Minority	Total 1
		0 Minorities
		0 Women
		0% Minorities
		0% Women
Jamie Kinney Consulting	Woman Business Enterprise	Total: 2
		1 Minority
		1 Woman
		50% Minorities
		50% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The award of the Contract was done in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

**FIRST AMENDMENT TO
CONTRACT BY AND BETWEEN
THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
AND
NAN MCKAY AND ASSOCIATES, INC.**

This AMENDMENT NO. 1 TO CONTRACT FOR STAFF TRAINING SERVICES is made and entered into this 15th day of June, 2010. The Contract for staff training services was first entered into on March 1, 2010 by and between the Housing Authority of the County of Los Angeles, hereinafter called "Housing Authority", and Nan McKay and Associates, Inc. hereinafter called "Contractor", shall be hereby amended as follows:

- A. SECTION 4, COMPENSATION, the first paragraph, is hereby amended to read as follows:

The Contractor is one of two Contractors that will provide Housing Authority staff training and is not guaranteed any amount of work under this contract. The Contractor shall submit to the Housing Authority on the 1st day of each month an invoice on a form approved by the Housing Authority for services rendered, as described in Attachment A, Statement of Work, during the prior month. Upon receipt and approval of each such invoice, the Housing Authority will pay the Contractor in accordance with the Housing Authority's standard accounts payable system within thirty (30) days of said receipt and approval in accordance with Attachment B, Fee Schedule. The yearly aggregate amount of compensation for the Contractor under this Contract shall not exceed One Hundred Thousand Dollars (\$100,000).

- B. Add the following language to the end of Section 22, Compliance With Laws:

Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from the Housing Authority through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Termination for Breach of Warranty to Maintain with County's Defaulted Property Tax Reduction Program

Failure of the Contractor to maintain compliance with the requirements set forth in the above paragraph, Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program, shall constitute

The attached Los Angeles County Code, Chapter 2.206, Defaulted Property Tax Reduction Program and Required Form 1 – Certification of Compliance with the County’s Defaulted Property Tax Reduction Program, are attached hereto as Attachment 1 and 2, respectively, and incorporated by reference into and made part of this Amendment.

- [illegible]

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to the Agreement to be signed by their authorized officers.

HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

NAN MCKAY AND ASSOCIATES, INC.

By _____
Sean Rogan
Executive Director

By _____
Nan McKay
President

APPROVED AS TO FORM:
ANDREA S. ORDIN
County Counsel

APPROVED AS TO PROGRAM:
HOUSING MANAGEMENT DIVISION

By _____
Grace Chang, Deputy

By _____
Maria Badrakhan
Director

APPROVED AS TO PROGRAM:
ASSISTED HOUSING DIVISION

By _____
Margarita Lares
Director

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HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

QUADEL CONSULTING
CORPORATION

By _____
Sean Rogan
Executive Director

By _____
Dori Bokel
President and CEO

APPROVED AS TO FORM:
ANDREA S. ORDIN
County Counsel

APPROVED AS TO PROGRAM:
HOUSING MANAGEMENT DIVISION

By _____
Grace Chang, Deputy

By _____
Maria Badrakhan
Director

APPROVED AS TO PROGRAM:
ASSISTED HOUSING DIVISION

By _____
Margarita Lares
Director